



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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In Reply Refer To:
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January 16, 2004

EMS Transmission
Information Bulletin No. HRIB2004-019

To: Deputy State Directors, Support Services
Attn: Human Resource Officers

From: Director, National Human Resources Management Center

Subject: Important Information About W-2 Statements

Please distribute the following information to all employees:

The Department of the Interior has contracted with TALX Corporation to make W-2's available electronically. The attachment to this IB includes the information you need to notify your employees of the availability of this service. You are welcome to use the attachment as is or develop your own.

As mentioned in the attachment, hard copy W2 forms will be mailed no later than January 31, 2004, and the electronic W2 for reissue service will be available February 9, 2004.

If you have questions about the attached, please contact Tom Navarro, 303-236-6505.

Signed by:
Linda D. Sedbrook, Director
National Human Resources
Management Center

Authenticated by:
Luron Porter
Staff Assistant

1 Attachment
1 – Sample E-Mail Script

Distribution
ST-150, BLM Library